

# **IV. Election Officials and Poll Workers**

# A. Official Qualifications and Requirements

## 1. Eligibility

- To work as a poll worker, a person may not be: a candidate in the election; the parent, child, sibling or spouse of a candidate; may not be a person prohibited from serving by any statute; may not have been previously convicted of a violation of any election law **§ 3-1-28**
- Recent law has been changed to allow federal, state, and county classified or civil service employees to work as election officials. Employees of the county commission and board of education and other non-classified employees may serve as well. **§29-6-20**

# A. Official Qualifications and Requirements

## 2. Number of Election Officials

- **Receiving Boards** For municipal elections, every precinct must have a receiving board consisting of four officials -- two poll clerks and two election commissioners. (Early voting requires only two) For all elections, the poll clerks working with the registration records cannot be from the same political party. The election commissioners working at the ballot box cannot be from the same political party. This procedure must also be followed during non-partisan elections. **§3-1-29**

# A. Official Qualifications and Requirements

- **Counting Boards** In municipalities using *paper ballots*, the governing body may determine whether a separate counting board will be appointed for precincts of more than **200** registered voters. **§3-1-33**
- Careful consideration should be applied to this option. Those who choose not to appoint a counting board may be counting ballots well in to the night on election day.

# **B. Appointment of Officials**

## **1. Nomination**

- **If a Municipal Executive Committee Exists in the Charter:** The governing body must notify the executive committees at least 84 days (12 weeks) before the election of the number of poll clerks, commissioners and alternates to be nominated for the election.

**§§3-1-30 (b)(1), 3-1-30 (b)(2), 3-1-29(c)**

- The executive committee must meet to make nominations; must submit the list of names for appointment at least 70 days (10 weeks) before election. **§3-1-30**

## **B. Appointment of Officials**

- **If No Municipal Executive Committee Exists in the Charter:**  
The governing body shall provide, by ordinance, a method of nominating election officials, or shall nominate as many eligible persons as are required. **§3-1-30**

# B. Appointment of Officials

## 2. Appointment

- The municipal governing body appoints election officials no later than the 49th day before the election, unless the ordinances set another time. The governing body should also appoint additional alternates and determine how many alternates should attend training. **§§3-1-30**

# B. Appointment of Officials

## 3. Notice of Appointment

- The recorder is required to mail notices to every person appointed as an election official within seven days following the appointment. The appointed officials must respond within fourteen days following appointment and state whether or not they will serve. If a person fails to respond in time, the recorder appoints a replacement from the alternate list or, after all alternates have been used, any eligible voter. **§3-1-30**



# **C. Poll Worker Training**

**§§3-4A-14, 3-1-30**

- No person may serve as an election official unless he or she has attended the required instruction. Please verify that the training received is the most current available, as regulations change frequently.
- The regular training must be held at least 7 days before, but no more than 30 days prior to an election.

# **C. Poll Worker Training**

**§§3-4A-14, 3-1-30**

- Written notice of the date the training will be held should be included in the Recorder notice announcement
- Those who fail to attend should be replaced, except for emergency situations.
- In the case of an emergency immediately before or the day election, a person may serve who has not completed training.

## **D. Replacing Poll Workers**

- If a major problem arises with an election official on Election Day, and the official is unable to perform the duties or is violating the law, there are procedures set up to remove the problem official. Consult the law carefully before undertaking this.

# E. Election Officials Pay

- The municipal council sets pay of an election official by ordinance. Maximum allowed by law is \$175 for Election Day and \$125 for training. *You should consult with the county clerk to determine the rates election officials are currently paid in county elections.* **§3-1-44**
- Alternates are compensated for election training if appointed as an election official. If you instruct an alternate to attend a training session and they do so and are available to serve at the polls on Election Day, they may receive election training pay. Alternates who refuse to serve may not receive election official pay.